

**U.S. DEPARTMENT OF ENERGY  
AND  
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**  
***Executive Leadership Program***  
Administered by the USDA Graduate School

<b>Objective:</b>	To develop the competencies needed to assume positions as team leaders, supervisors, or managers.
<b>Eligibility:</b>	Federal employees at the GS-11 to GS-13 levels who have little or no supervisory experience.
<b>Program Overview:</b>	This program is based on the U.S. Office of Personnel Management's Leadership Effective Framework (LEF), a model for effective leadership/managerial performance. The program helps participants acquire or enhance the LEF competencies needed to become a successful government leader and manager. Participants will complete the following activities: individual needs assessment; leadership development plans; leadership development team activities; developmental work assignment; shadowing assignment; executive interviews; leadership readings; and four residential training sessions. In order to complete all the components of the program, participants will be away from their position of record for a minimum of three months. The four residential session dates/locations are: <b>Sep 14-19, 2008</b> , Valley Forge, PA; <b>Nov 30-Dec 5, 2008</b> , Norfolk, VA; <b>Mar 15-20, 2009</b> , TBD; <b>Jun 14-19, 2009</b> , Hunt Valley, MD. This program does not involve a promotion or change in position.
<b>Components:</b>	Major components of this program, in addition to four weeks of residential training, leadership readings, and leadership development team activities, include the following: <ul style="list-style-type: none"> <li>• Sixty-day developmental work assignment</li> <li>• Three-day shadowing assignment</li> <li>• Five executive interviews</li> <li>• Program impact paper</li> </ul>
<b>Cost:</b>	Tuition is \$3,945 and is the responsibility of the participant's organization, as are travel and per diem expenses. Travel costs will vary based on the participant's physical location. Estimated travel expense for each trip is \$2,000.
<b>Program Cycle:</b>	A nine-month program that begins September 14, 2008.
<b>Continued Service Agreement:</b>	Successful applicants must sign a <a href="#">Continued Service Agreement</a> in order to participate in this program. The form is available on the ETS web site via the link above, and should be included with the nomination package.
<b>Nomination Procedure:</b>  (Please note procedures are different for NNSA employees)	<p><b>DOE Applicants: Step 1:</b> Employees must coordinate their application package through his or her training <a href="#">liaison/coordinator</a> as well as your supervisor. <b>Step 2:</b> For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in <b>Course #000155, Session #00010</b>. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 3:</b> When the training request is approved, complete a nomination package; it must include a résumé or OF-612, a completed USDA program <a href="#">application form</a>, and a training request form (SF182). <b>Step 4:</b> Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, <a href="mailto:Sandra.merrill@hq.doe.gov">Sandra.merrill@hq.doe.gov</a> or fax (505) 245-2113.</p> <p><b>NNSA Applicants:</b> On February 14, 2008, the Learning and Career Development Department (LCDD) announced NNSA-Wide both sessions of the USDA Graduate School's 2008 Executive Leadership Program. The deadline for NNSA nominations was March 10, 2008 at 4pm (MDT). NNSA nominations will not be accepted under this DOECAST announcement. Please contact Anthony M. Torres, LCDD, at (505) 845-4246 if you have any questions.</p> <p><b>Due to Service Center funding limitations, this developmental opportunity will not be funded this year; therefore, SC applications will not be accepted.</b></p>

<b>Points of Contact:</b>	Sandra Merrill, Career Development Specialist, (505) 245-2112 or <a href="mailto:sandra.merrill@hq.doe.gov">sandra.merrill@hq.doe.gov</a> ; or Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services, (202) 631-9940 or <a href="mailto:Karen.lerma@hq.doe.gov">Karen.lerma@hq.doe.gov</a> .
<b>Nomination Due Date:</b>	Due by <b>July 25, 2008.</b>
<b>Cancellation Policy:</b>	Withdrawals and Substitutions are accepted at not cost if made more than 14 days before the program begins. If you cancel less than 14 days before the program begins, there is a \$1,000 processing fee if no substitution is made. There will be no refund for withdrawal after the orientation session begins. Substitutions may be made anytime until the session begins.
<b>Additional Information:</b>	More detailed information on the program is available on the Graduate School USDA Website <a href="http://www.grad.usda.gov">www.grad.usda.gov</a> , under "Course and Program Information," then "Leadership Development Programs", then "Executive Leadership Program."